TITLE I
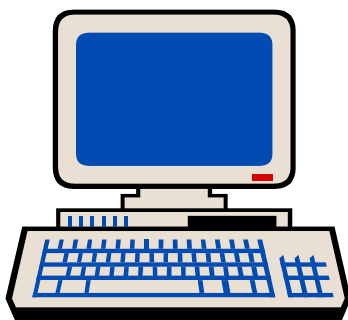
ELECTRONIC INTERNET

APPLICATION MANUAL

2002-2003

IOWA DEPARTMENT OF EDUCATION

State of Iowa
Iowa Department of Education
Grimes State Office Building
Des Moines, Iowa
50319-0146

State Board of Education

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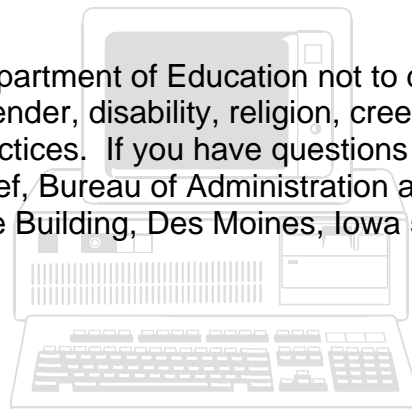Donald L. Roby, Decorah
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Gail Sullivan, Chief of Policy and Planning

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Paul Cahill, Title I Administrative Consultant
Donna Eggleston, Consultant
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Teresa McCune, Consultant
Kara Weigel, Consultant

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Definitions of Web Buttons

Go

The **Go** button must be clicked to move from the current screen to the selected screen displayed in the dropdown menu.

Exit

The **Exit** button displays the menu, without updating the database. Changes since the last update are not saved.

Update

The **Update** button saves the information entered and edits the data. After making a change, click the Update button. A message will verify whether the change was successful or an error has occurred.

Netscape Print

The **Netscape Print** button is used for printing the form when using the Netscape browser. This button must be clicked before the print command is selected from the computer toolbar. When the form is in this mode, it is used only for printing a hard copy for your records. The information cannot be modified while in print mode. All other browser users may print a copy of the screen by selecting the print button on the computer toolbar.

The **Detail** button moves the user to the screen where the budget may be completed. Any data entered will only be saved if the Update button has been clicked before moving to another screen.

Back to Summary

The **Back to Summary** button moves the user from the Detail Screen back to the Title I General Budget Screen. Changes since the last update are not saved.

Certify

The **Certify** button serves as the signature process for electronic applications. Each budget that has passed edits must be certified by the district prior to review and approval by the Title I staff.

Undo Certify

The **Undo Certify** button appears after the general budget or general carryover budget is certified by the user and allows the user to remove district certification and make revisions to the budget prior to Title I consultant approval. It is advisable to visit with the Title I office prior to using the **Undo Certify** option.
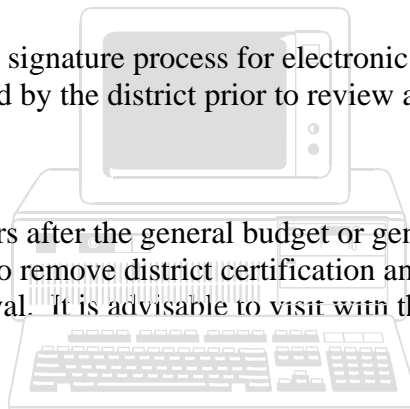
Project Budget Completion

The **Project Budget Completion** button appears after the first payment on the Carryover budget and after the third payment on the General Budget has been generated. The user must click on this button to declare final expenditures with the Department and receive the final payment on the approved budget. You are reminded that this button should not be selected until the user is certain all project budget expenditures are final and accurately listed in the project budget being certified as complete.

Add Amendment

The **Add Amendment** button appears after the Title I budget has been approved by the state and allows the local district the option of revising general budget items during the project year.

Add New Area

The **Add New Area** button, on the Migrant Education Application, allows the user to enter the required city and county data for a Title I migrant education program.

Remove Current School

The **Remove Current School** button, on the Schoolwide Indication of Planning Screen, is used to remove a listed school building that is not in a year of planning prior to implementing a Title I schoolwide program.

Add

The **Add** button, on the Schoolwide Indication of Planning Screen, is to allow the user to select and list a school and required data elements to indicate the building's intent to participate in a year of planning prior to implementing a Title I schoolwide program.

Return to Edit

The **Return to Edit** button appears after clicking the Netscape Print button to print a paper copy of the current screen and will return the user to the original screen.

Return to Display

The **Return to Display** button appears after clicking the Netscape Print button to print a paper copy of the Payment Status Screen and will return the user to the original screen.
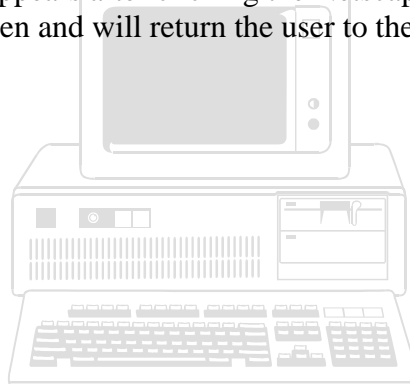
TITLE I APPLICATION
Step – by - Step

Step 1   Type the Iowa Department of Education's Internet address (www.edinfo.state.ia.us) and press enter.

The Login Screen will be displayed.

Step 2   Click once in the User ID box. Type the user ID assigned by the Iowa Department of Education and press the tab key. Enter the password assigned by the Iowa Department of Education. Click once on the Submit button. **NOTE:** the user ID and password information is included in the Title I allocation letter sent to the superintendent.

The Menu Screen will be displayed.

Step 3   Scroll down and click once on the **Title I** button.

Step 4   An Annual Application Certification Screen will appear the first time the user accesses the new Title I application. The Superintendent or Title I coordinator must click the "Certify" button before the 2002-2003 Annual Application Screen will appear. This form replaces the signature page required in the past.

*The Annual Application Screen for your District will be displayed.*

Step 5   Enter all requested information and click the **Update** button. If you receive the "Updated Successfully" message on the top of the screen, click on the dropdown menu and choose Selection of Schools from the menu and click the **Go** button.

The Selection of Schools Screen for your District will be displayed.

Step 6   Choose the low-income criteria your district will use to determine low-income building percentage. Next, determine how you will report the low-income percentages for buildings by total low-income percentage or by grade span.

Next, determine the status for each of the district buildings listed and then complete all applicable columns. Schoolwide project buildings (Status = S) must have poverty above 40% and must have completed a year of planning and have been approved by the state Title I office. All other served buildings are considered targeted assistance (Status = T). A building not receiving Title I service should show status "N" for not served.

The estimated total number of homeless children residing in your district during the 2000-01 school year has been automatically entered. Estimate the number of homeless children in the district in non-Title I funded schools. If the district has no such children, a "0" must be entered for question #1. Complete the remaining
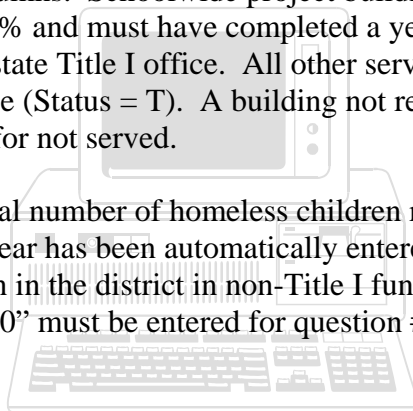
questions in the homeless section as applicable. **(This inquiry must be completed by LEAs with more than one like grade span school <u>only</u> if at least one of the schools is eligible and the other is not eligible.)**

If the district has accredited private schools listed at the bottom of the page, the number of eligible and served Title I students must be completed for those buildings receiving Title I service.

When all information has been entered click the Update button. When you receive the "Updated Successfully" message on the top of the screen, click on the dropdown menu and choose General Budget from the menu and click the Go button.

The General Budget Screen for your District will be displayed.

Step 7   Type in the required data for the first three tables. The last table is the current Title I Project Budget. No data can be entered on the Title I Project Budget. This is a summary table that displays totals automatically transferred from the General Budget Detail Screen. To enter actual figures click the **Detail** button and complete the displayed budget as if completing the supplementary budget page. When all information has been entered click the **Update** button and then the **Back to Summary** button. After verifying the accuracy of the figures entered in each table on the General Budget Screen, click the **Update** button. **When you receive the "Updated Successfully" message on the top of the screen, you must click the Certify button on the last table before the Title I staff can proceed with processing your application.** If your district has carryover funds available, click on the dropdown menu and choose General Carryover, then click the **Go** button. Complete the screen following the same procedures used for the General Budget Screen. If your district does not have available carryover funds or has successfully completed the Carryover Budget Screen, use the dropdown menu to make the next selection.

If Steps 8-13 do not apply to your district, skip to Step 13.

(Step 8)   If the district provides Title I service at a private school, click on the dropdown menu, choose Statement of Agreement and click the **Go** button. Use the small dropdown options for each private school to provide the required information. Be sure to click the **Update** button on the screens before proceeding to a new screen.

(Step 9)   If the district provides a Title I funded migrant education program, the district must complete the Migrant Education Application and the Migrant Education Budget Screens. Be sure to click the **Update** button on both screens before proceeding to the next screen.

(Step 10)   If the district provides Title I service at a local delinquent Institution, the district must complete the Delinquent Application and the Delinquent Budget Screens. Be
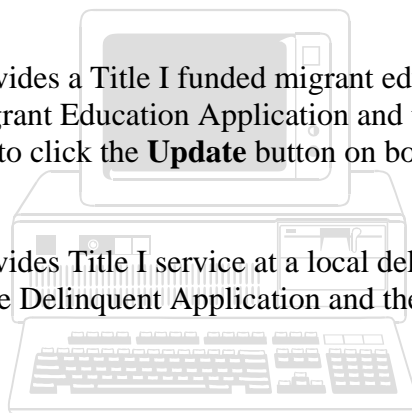
sure to click the **Update** button on both screens before proceeding to the next screen.

(Step11) If the district has Title I buildings that intend to participate in a year of planning to operate as a schoolwide program, the Schoolwide Indication of Planning Screen must be added to your application by the Title I office and completed your district. Use the dropdown menu on this screen to identify and complete required information for all buildings that are in the planning process; then click the **Update** button.

(Step12) If the district has any Title I schoolwide programs, the district will need to complete the Schoolwide Operating Programs Screen. Be sure to click the **Update** button on the screen before proceeding to the next screen.

Step13 The Payment Status Screen may be selected from the dropdown menu and the **Go** button clicked to allow the user to check Title I allocation and total project budget figures.

You may exit the application process at any time by clicking on the **Exit** button that appears at the top of each screen and then clicking on exit at the bottom of the Login Screen menu. Always be sure to click the **Update** button to save any changes before you exit.

If you wish to have a paper copy of the Title I application, you may print each page as you complete it by simply selecting the print command on your computer. Netscape browser users, however, must click on the **Netscape Print** button on the screen before selecting the print command.

Remember, using the Title I Internet Application is as easy as 1 - 2 - 3:

1. Click on dropdown menu to **select** desired application page.
2. Click "**Go**" to move to that screen and enter the required information.
3. Click "**Update**" to save changes.

Refer to the Title I Reference Manual for specific program guidance in completing a Title I application.

Iowa Department of Education

```
            APPLICATION MENU
     Login: 4203    User: Mediapolis
   APPLICATION        STATUS    DUE DATE
   Commodities       Available
   Career Education  Available
   Title 1           Available  7/15/2001
   Exit
```

This screen displays all the selections that are part of the Iowa Department of Education Internet Application Menu. The user should click on the **Title I** button to access the Title I application screens. The due date for submission of the Title I electronic Internet application is July 15, 2002.

You may exit the application process at any time by clicking on the **Exit** button that appears at the top of each screen and then clicking on exit at the bottom of the Login Screen menu. **Always be sure to click the Update button to save any changes before you exit.**

By Clicking the "CERTIFY" Button, I, as Superintendent or Title 1 Coordinator, certify that the data that will be reported on the Title 1 Internet Application is, to the best of my knowledge and belief, true and accurate.

To access the Title 1 Internet Application the district must click the "CERTIFY" button.

CERTIFY   Return to Application Menu

Before working on the 2002-2003 Title I Internet application the user will need to certify via the Internet that the data to be submitted will be to best of the user's knowledge true and accurate. This form will replace the signature page required in the past. After the "CERTIFY" button has been clicked, the Annual Application Screen for the 2002-2003 application will appear.

Year: 2001-2002 ▾   Go   Form: Annual Application   ▾   Go   Exit

District: **4203**   Name: **Mediapolis Comm School District**

2001-2002 Annual Application
You must click UPDATE to save changes...The GO and QUERY buttons do NOT save changes!

Update   Netscape Print

The user will need to decide if they want to work with or view the 2001-2002 or the 2002-2003 Title I Internet application. You must select the year by using the dropdown menu in upper left-hand corner on the Annual Application Screen.

Iowa Department of Education

1

Form [Annual Application ▼] [Go] [Exit]

District 0009   Name Ackley-Geneva Comm School District

| Application Group: | Application ID: T1_STATE | Login: 0009 | Password: x |

Annual Application
You must click UPDATE to save changes...The GO button does NOT save changes!
[Update]   [Netscape Print]

Iowa Department of Education
PART1 - ANNUAL TITLE I APPLICATION
Improving America's Schools Act of 1994 (P.L. 103-382)
Helping Disadvantaged Children Meet High Standards

Name and Address of Authorized Agency	Ackley-Geneva Comm School District State St Ackley, Iowa 50604
Name, Title and Mailing Address of Contact Person	**2** Name: John Doe Title: Title 1 Coordinator Address1: 1234 5th Address2: City: Sperry State: Ia Zip: 51234 FAX: 319_967_1234 Telephone: 319_967_4321 Email:

Please indicate what ages (for pre-school) and **grade levels** (for all other areas) are receiving Title I services as a result of this application. Do not include numbers of students served. (Reference manual page 8).

3	Preschool	Reading Recovery	Pull Out	In Class	Combin. Pull Out/In Class	Extended Day	Summer School
Rdg/LA		1	1	2	3-5		K-5
Math			1	2			
Other	3-4						

Application Approval (To be Completed by State Education Agency)

Current# 0009-0-00	AEA: 06 Congressional District6	Main. of Effort Year 98-99 $5,000	Current Allocation $40,000	Carryover Allocation $10,000
Carryover# 0009-OC-00	Agency Code No. 42-0009	Main. of Effort Year 99-00 $5,100	Current Approved	Carryover Approved

NO USER/PASSWORD FOUND BY NAVIGATOR
This district is not set up for [Title 1] application

This Record Last Modified: (no record)

The Annual Application is the first page to be completed by a district applying for Title I funds for the coming school year. The information at the top of the screen should indicate the district completing this application.

1. A dropdown menu appears on each screen. To display a different screen, click on the dropdown arrow, click on the desired new screen and click the **GO** button.
2. The Title I contact and information should be typed in the available areas.

3. At the bottom of the page districts should type in what ages for preschool and grade levels are receiving Title I services.

Always click the Update button to enter or save information before continuing to another screen. DO NOT USE THE ENTER BUTTON ON YOUR COMPUTER.
If all required information is entered correctly, an "Updated Successfully" message will be displayed.

You may exit the application process at any time by clicking on the Exit button that appears at the top of each screen and then clicking on exit at the bottom of the Login Screen menu. Always be sure to click the Update button to save any changes before you exit.

Refer to the Title I Reference Manual for specific program guidance in completing a Title I application.

Iowa Department of Education

Fiscal Year 2001-2002 ▾ Go   Form Selection of Schools ▾ Go Exit

District: 0009   Name: AGWSR Comm School District

2001-2002 Selection of Schools
You must click UPDATE to save changes... the Netscape Print and GO buttons do NOT save changes

Update   Netscape Print

LOW_INCOME CRITERIA used to identify and rank eligible attendance areas and determine building allocations:

Select one: ⦿ Free and Reduced School Lunch
◯ Free Lunch Only
◯ Other(describe) [_____]

Rank Order: ⦿ Low Income Percentage   ◯ Grades Span and Percentage

RANK ORDER OF ATTENDANCE AREAS				Resident children in Attendance Area(include public and private school children)							Unduplicated Student Count(public only) for Targeted Assistance Schools		Grade Levels Served in Targeted Assistance
				All Resident Children by Attendance Area			Resident Children from Low-Income Families						
Bldg. No.	Name of Attendance Center	Grade Levels Served	Status	Public	Private	Total	Public	Private	Total	Percent	Eligible	Served	Schools
0409	Ackley Elementary School	K-05	T ▾	233		233	82		82	35.2		43	1-4
0449	Wellsburg-Steamboat Rock Elementary School	K-05	T ▾	106		106	37		37	34.9		28	1-5
0109	Ackley-Geneva High School	06-12	N ▾	272		272	65		65	23.9			
	TOTALS			611	0	611	184	0	184		0	71	
								Districtwide Percentage		30.1			

*Status Code: B = Schoolwide Project T=Targeted Assistance School N = Not Served
NOTE: ALL COLUMNS MUST BE COMPLETED BEFORE APPLICATION CAN BE APPROVED!

When completing this screen, low-income criteria and rank order must be completed. The most common data used for these categories is Free and Reduced School Lunch and Low-Income percentage.

The attendance center table should display all of the public attendance centers within the district. Districts will need to complete the table for each attendance center including the status (S, T or N), number of resident children, and number of resident children from low-income families. Schoolwide project buildings (Status = S) must have poverty above 40% and must have completed a year of planning and have been approved by the state Title I office. All other served buildings are considered targeted assistance (Status = T). A building not receiving Title I service should show status "N" for not served. Each building must have data for each public and private column. If a building is identified as providing targeted assistance service (Status = T), the number of students identified as eligible and the number served must be completed. For a schoolwide building (Status = S) do not complete eligible and served columns. The last column showing the grade levels served must be completed for all served buildings whether status is S or T. The grade levels entered as served should agree with the grade levels entered on the Annual Application Screen.

NOTE: This inquiry must be completed by LEAs with more than one like grade span school <u>only</u> if at least one of the schools is eligible and the other is not eligible.

The estimated **total** number of homeless children residing in your district during the 2000-2001 school year	1
1. Estimate the number of homeless children currently residing (enrolled and non-enrolled) in **non-Title I funded school**, shelters, and other locations where children may live. (report only homeless child that would be either the same age or in the grade span as children served in Title I schools)	1
2. **If applicable,** list the amount of Title I funds that will be set aside to ensure equitable service to Title I eligible homeless children residing (enrolled or non-enrolled) in non-Title I funded schools, shelters, and other locations where children may live.	30
3. **If applicable,** please provide a description of the Title I services that will be provided to Title I eligible homeless children residing (enrolled or non-enrolled) in non-Title I funded schools, shelters, and other locations where children may live.	
Test message	

The estimated total number of homeless children residing in your district during the 2000-01 school year has been automatically entered. Estimate the number of homeless children in the district in non-Title I funded schools. If the district has no such children, a "0" must be entered for question #1. Complete the remaining questions in the homeless section as applicable.

Private school information will be displayed for those districts that have accredited private schools. Complete the requested data for private schools receiving Title I service. If data is completed under private school section, then data must also be entered for the public school "private resident count" column for the appropriate public attendance center.

When all information is complete and the **Update** button is pressed, the program will calculate totals and perform program edits. If required information is missing, the "Updated Successfully" message will not appear. The user must fix all errors appearing in RED. The user must verify the YELLOW warning errors. A yellow highlight is simply a reminder to check your work. The warning errors can be bypassed if the data entered is correct. After all errors are corrected the user must click the **Update** button and may select another screen and click the **GO** button to proceed to the next screen when an "Updated Successfully" message is received.

Refer to the Title I Reference Manual for specific program guidance in completing a Title I application.

Form: General Budget ▾ | Go | Exit

District: **0009** | Name: **Ackley-Geneva Comm School District**

| Application Group: | Application ID: TI_STATE | Login: 0009 | Password: × |

General Budget

You must click UPDATE to save changes...The GO button does NOT save changes!

| Update | Netscape Print |

1 TITLE I PROJECT STAFF ASSIGNMENTS

THIS SECTION SHOULD REFLECT THE AMOUNT OF STAFF FUNDED FROM CURRENT ALLOCATION

TITLE I STAFF	ESTIMATED STAFF FOR REGULAR TERM				SUMMER SCHOOL STAFF	LOCAL NEGLECTED STAFF
	PUBLIC		PRIVATE			
	NUMBER	FTE	NUMBER	FTE	NUMBER	NUMBER
CERTIFIED	2	1.2	0	0	0	0
EDUCATIONAL ASSOCIATES	0	0	0	0	0	0
SUPPORTIVE	0	0	0	0	0	0
TOTAL	2	1.20	0	0.00	0	0.00

2 TITLE I EDUCATIONAL ASSOCIATES INFORMATION

Educational Level	Number
GED	0
High School Diploma	0
Two or more years of college	0
Certified Teacher	0

The chart below should reflect the estimated amount of the local neglected Title I budget specifically required for activities and services to be provided for institutionalized local neglected children.

3 TITLE I LOCAL NEGLECTED EDUCATION PROGRAM EXPENDITURES

SALARIES	EMPLOYEE BENEFITS	PURCHASED SERVICES	SUPPLIES	PROPERTY (EQUIPMENT)	OTHER EXPENSES	TOTAL BUDGET
0	0	0	0	0	0	0

NOTE: The amount shown in the chart above must be included in the appropriate expenditure categories of the Title I budget below and on the supplementary budget page submitted by the LEA.

4 TITLE I CURRENT PROJECT BUDGET (Round to the nearest dollar) | Original ▾ | GO | Detail | Certify

FUNCTION	EXPENDITURE ACCOUNTS	OBJECTS						TOTAL
		Salaries	Employee Benefits	Purchased Services	Supplies	Property	Other Expenses/Other uses of Funds	
1000	Instruction	$25,123	$5,349		$3,000	$2,000		$35,372
2200	Instructional Staff and Support Services							$0
2300	Administration Support Services							$0
2700	Student Transportation Services							$0
3100	School Nutrition Services							$0
3300	Community Services (Parent)							$0
4000	Facilities Acquisition and Construction							$0
	TOTAL PROJECT BUDGET (DO NOT EXCEED NEW TITLE I ALLOCATION)							$35,372

District Certified:
Consultant Approved:
Chief Approved:
District Certified As Final:
NO USER/PASSWORD FOUND BY NAVIGATOR
This district is not set up for [Title 1] application

This Record Last Modified: (no record)

The user will enter all required information on Title I staff in the first two tables.

Only districts receiving Title I funding for a local neglected program will need to complete the third table. **NOTE:** Local neglected program costs must also be designated on the General

Budget Detail Screen. If your district provides Title I service to a local neglected facility with local neglected funding, you must use the dropdown menu to select the Local Neglected or Delinquent Narrative Screen. The user must describe how the services provided to any local neglected facility with Title I local neglected funding will be used to meet the transitional and academic needs of students so that they may return to local district or alternative education programs.

The last table is the current Title I Project Budget. No data can be entered on the Title I Project Budget. This is a summary table that displays totals automatically transferred from the General Budget Detail Screen. To enter actual figures click the **Detail** button and complete the displayed budget as if completing the supplementary budget page. **NOTE:** Do not attempt to enter any totals on the General Budget Detail Screen as totals are automatically calculated as individual expenditure figures are entered. When all information has been entered click the **Update** button and then the **Back to Summary** button. After verifying the accuracy of the figures entered in each table on the General Budget Screen, click the **Update** button. **When you receive the "Updated Successfully" message on the top of the screen, you must click the Certify button on the last table before the Title I staff can proceed with processing your application.** The user should click the **Update** button before proceeding to the next screen. **NOTE:** When the user clicks the **Certify** button, a YELLOW warning message will appear reminding you that all required screens must be completed before the SEA can approve the budget and release funds to your district.

Once the district certifies the budget, no changes can be made at the local level. If a need arises to change budget figures prior to approval by state Title I staff, you may remove district certification and make revisions to the budget by clicking on the **Undo Certify** button that appears only after the general budget is certified by the district. It is advisable to visit with the Title I office prior to using the **Undo Certify** option.

2001-2002 General Budget

You must click UPDATE to save changes...The GO and QUERY buttons do NOT save changes!

Add Amendment	Update	Netscape Print

For various reasons, it may become necessary for a local district to amend the approved budget during the project year. The option for amending the Title I budget becomes available on the Internet budget page when the SEA approves the district's general or carryover budget. NOTE: The original budget will be available following an amendment process by using the dropdown menu on the current project budget table (4), but the original figures will not be displayed when the **Add Amendment** button is clicked. Therefore, prior to beginning the amendment process, be sure to make a hard copy of the original budget for reference during the amendment process. The following is the amendment process for either the general or general carryover budget:
1. From the appropriate budget screen, click the **Add Amendment** button.
2. Complete the new budget remembering to re-enter those figures that remain the same as they appeared on the original budget.
3. Click the **Update** button to save the new amended budget; then click the **Back to Summary** button to return to the budget screen.
4. Certify the amended budget by clicking the **Certify** button.
The amended budget will then go through the approval process at the state Title I office. As budget amendments are approved, necessary adjustments in payments will automatically be made.
Refer to the Title I Reference Manual for specific program guidance in completing a Title I application.
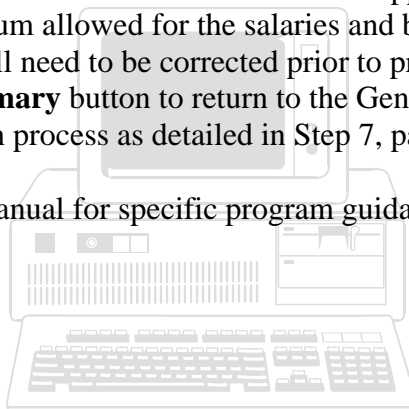
General Budget

You must click UPDATE to save changes...The GO button does NOT save changes!

[Update] [Netscape Print]

[Original ▼] [GO] [Back to Summary]

OBJECTS

EXPENDITURE ACCOUNTS	Salaries	Employee Benefits	Purchased Services	Supplies	Property
Instruction	**1** Total 25123	Total 5349	Total	Total 2000	Total 2900
	Certified salary 25123 FTE 1.2	FICA 1912	Travel Between Bldgs	Consumables 2000	Computer 2675
	Associates salary ___ FTE ___	IPERS 1437	Prof. Staff Development	Software	Computer Cart
	Subs salary ___ FTE ___	Ins 2000	Other	Title I Books	Printer 225
	Other	Other	Description	Diagnostic Testing Mat.	TV/VCR
	Description	Description		Other	Tables
				2 Description	Bookcase
					Desk
					File Cabinet
					Bookshelf
					Chair
					Service Contract
					Other
					Description

The detail page allows the user (1) to enter the specific breakdown of Title I expenditures claimed on the budget and (2) to provide a description of expenditures if necessary. **Do not attempt to enter any figures in the "Total" fields.** Totals will automatically fill as specific figures are entered. After all detail is completed the user needs to click the **Update** button. The user must fix all errors appearing in RED. The user must verify the YELLOW warning errors. A yellow highlight is simply a reminder to check your work. **NOTE:** A YELLOW warning regarding excessive FICA and IPERS will occur when carryover salaries are included in computing allowable benefits. The warning errors can be bypassed if the data entered is correct. **NOTE:** The indirect cost rate must be calculated and applied for on each budget. If the indirect cost exceeds the maximum allowed for the salaries and benefits on the budget, a RED warning will be received and will need to be corrected prior to proceeding. Next, the user needs to click the **Back to Summary** button to return to the General Title I Project Budget and complete the budget certification process as detailed in Step 7, page 6-7.

Refer to the Title I Reference Manual for specific program guidance in completing a Title I application.

Iowa Department of Education

General Carryover

You must click UPDATE to save changes...The GO button does NOT save changes!

TITLE I PROJECT STAFF ASSIGNMENTS

THIS SECTION SHOULD REFLECT THE AMOUNT OF STAFF FUNDED FROM CARRYOVER ALLOCATION

TITLE I CARRYOVER PROJECT BUDGET (Round to the nearest dollar)

NOTE: In order to use currently approved unspent funds as carryover, you must amend the previous year's current budget to actual expenditures. Please use carryover monies in salaries and employee benefits expenditure category items first.

District Certified:
Consultant Approved:
Chief Approved:
District Certified As Final:
NO USER/PASSWORD FOUND BY NAVIGATOR
This district is not set up for [Title 1] application

This Record Last Modified: (no record)

If your district has carryover funds available, click on the dropdown menu and choose the General Carryover Screen; then click the **Go** button. Complete the screen following the same procedures used for the General Budget Screen. If your district does not have available carryover funds or has successfully completed the General Carryover Screen, use the dropdown menu to make the next selection.

Refer to the Title I Reference Manual for specific program guidance in completing a Title I application.

TITLE I CURRENT PROJECT BUDGET (Round to the nearest dollar)   [Original ▾] [GO]   [Detail]
[Certify As Final]

FUNCTION	EXPENDITURE ACCOUNTS	OBJECTS						TOTAL
		Salaries	Employee Benefits	Purchased Services	Supplies	Property	Other Expenses/Other uses of Funds	
1000	Instruction	$42,885	$7,069					$49,954
2200	Instructional Staff and Support Services							$0
2300	Administration Support Services							$0
2700	Student Transportation Services							$0
3100	School Nutrition Services							$0
3300	Community Services (Parent)							$0
4000	Facilities Acquisition and Construction							$0
	TOTAL PROJECT BUDGET (DO NOT EXCEED NEW TITLE I ALLOCATION)							$49,954

At the end of the project year the district will need to declare final expenditures and complete the project budget via their Internet application. The **Project Budget Completion** button (formerly the "Certify As Final" button) will only appear on the Internet budget after the first payment on the Carryover Budget and after the third payment on the General Budget has been received by the district. Please be sure to verify that expenditures were made according to the approved budget and amend, if necessary, prior to certifying the budget as final. The user must click on the **Project Budget Completion** button after all expenditures have been made to certify the project is complete and receive the final payment on the approved budget.
NOTE: This process replaces the paper filing of the final financial report.

Refer to the Title I Reference Manual for specific program guidance in completing a Title I application.

Iowa Department of Education

	Form: Payment Status ▼	Go	Exit

	District: **0009** Name: **Ackley-Geneva Comm School District**
Go	

Application Group:	Application ID: T1_STATE	Login: 0009	Password: x

Payment Status

You must click UPDATE to save changes...The GO button does NOT save changes!

Netscape Print

Budget Type	Allocation	Approved	Quarter 1	Quarter 2	Quarter 3	Quarter 4	YTD
General Budget	$40,000						$0
General Carryover	$10,000						$0
Delinquent Budget							$0
Capital Budget							$0
Migrant Budget							$0
Migrant Carryover							$0
Total	$50,000						$0

NO USER/PASSWORD FOUND BY NAVIGATOR
This district is not set up for [Title 1] application

This Record Last Modified: [no record]

The Payment Status Screen will allow the user to access Title I payment status for their district throughout the year.

Refer to the Title I Reference Manual for specific program guidance in completing a Title I application.

Iowa Department of Education

Form:	Statement of Agreement ▾	Go	Exit

District: **0999**   Name: **Carroll Comm School District**

Application Group:	Application ID: T1_STATE	Login: 0999	Password: x

Statement of Agreement
You must click UPDATE to save changes...The GO button does NOT save changes!

Update	Netscape Print

The purpose of the agreement is to provide educational services to help educationally disadvantaged children enrolled in private schools meet high standards. All Title I applications covered by this agreement must be in accordance with provisions of P.L. 103-382, pertinent state status and opinions of the Attorney General. This agreement may be terminated by mutual consent of the signers at any time during the school year.

The activities covered by this agreement shall be funded through Title I, IASA funds allocated to the LEA and must be supervised and administered by the LEA.

Note: Complete this form for EACH APPROVED private school in your school district that has eligible Title I children attending.

Official Name of Private School		Kuemper High School
Authorized Representative:	Candace Conradt Title: Principal	
Will the school participate in the Title I program		No ▾
Location of Title I service		at a Neutral Site ▾
The private school representative was consulted during all phases of the design and development of the LEA's Title I project		No ▾
The private school representative will be consulted before the LEA makes any decision that affects the opportunities of eligible private school children to participate in the LEA's Title I project		No ▾
Services provided to private school children are equitable in comparison to services for public school children participating in Title I.		No ▾

Official Name of Private School		Kuemper Catholic Grade School
Authorized Representative:	Mary Dobson Title: Principal	
Will the school participate in the Title I program		No ▾
Location of Title I service		at a Neutral Site ▾
The private school representative was consulted during all phases of the design and development of the LEA's Title I project		No ▾
The private school representative will be consulted before the LEA makes any decision that affects the opportunities of eligible private school children to participate in the LEA's Title I project		No ▾
Services provided to private school children are equitable in comparison to services for public school children participating in Title I.		No ▾

Districts that have eligible private schools within their boundaries must respond to the question regarding private school participation on the Statement of Agreement Screen. The screen should include all private schools eligible for Title I service within the district. If the district is providing service to a private school, answer yes to the first question and select the appropriate response for each of the additional questions.

21

The user only completes this screen if the district receives Title I Migrant Education Program funding. The period of time covered by the application needs to be clicked. The Migrant Education Program contact and information should be typed in the available areas. The user must enter the cities and counties to be served by the migrant education program. The user must then complete the Migrant Education Budget and Migrant Education Narrative Screens. The directions previously provided for the Title I General Budget Screen can be used to assist the user in completing the Migrant Education Budget Screen.

Refer to the Title I Reference Manual for specific program guidance in completing a Title I application.

Iowa Department of Education

Form: Certification Screen [Go] [Exit]

District 0009   Name: AGWSR Comm School District

2000-2001 Migrant Narratives

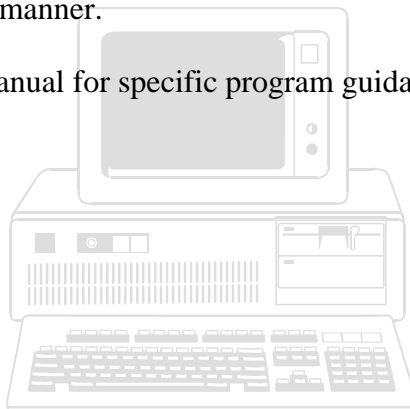You must click UPDATE to save changes... the Netscape Print and GO buttons do NOT save changes!

[Update] [Netscape Print]

1. Describe the district's process for recruiting and identifying eligible migrant students.

2. How will the district use MEP resources to implement the program?

3. Describe the district's plan for involving the parents of migrant students in the Migrant Education Program.

4. Describe the services to be delivered to migrant students and their families. Include any partnerships with local agencies that support these services.

5. Describe the measurements used by the district to assess the academic achievement of migrant students. Include the testing accommodations used for students who are not English-proficient.

The user completes each narrative on this screen to provide a general description of the migrant education program in your district as cited in the Migrant Education Application. While the text boxes provided contain adequate space to provide complete responses, there is a limit to the amount of information that can be entered in the narrative boxes. Responses submitted the first year will be retained each following year so that migrant districts may re-submit any updates and changes in a timely manner.

Refer to the Title I Reference Manual for specific program guidance in completing a Title I application.
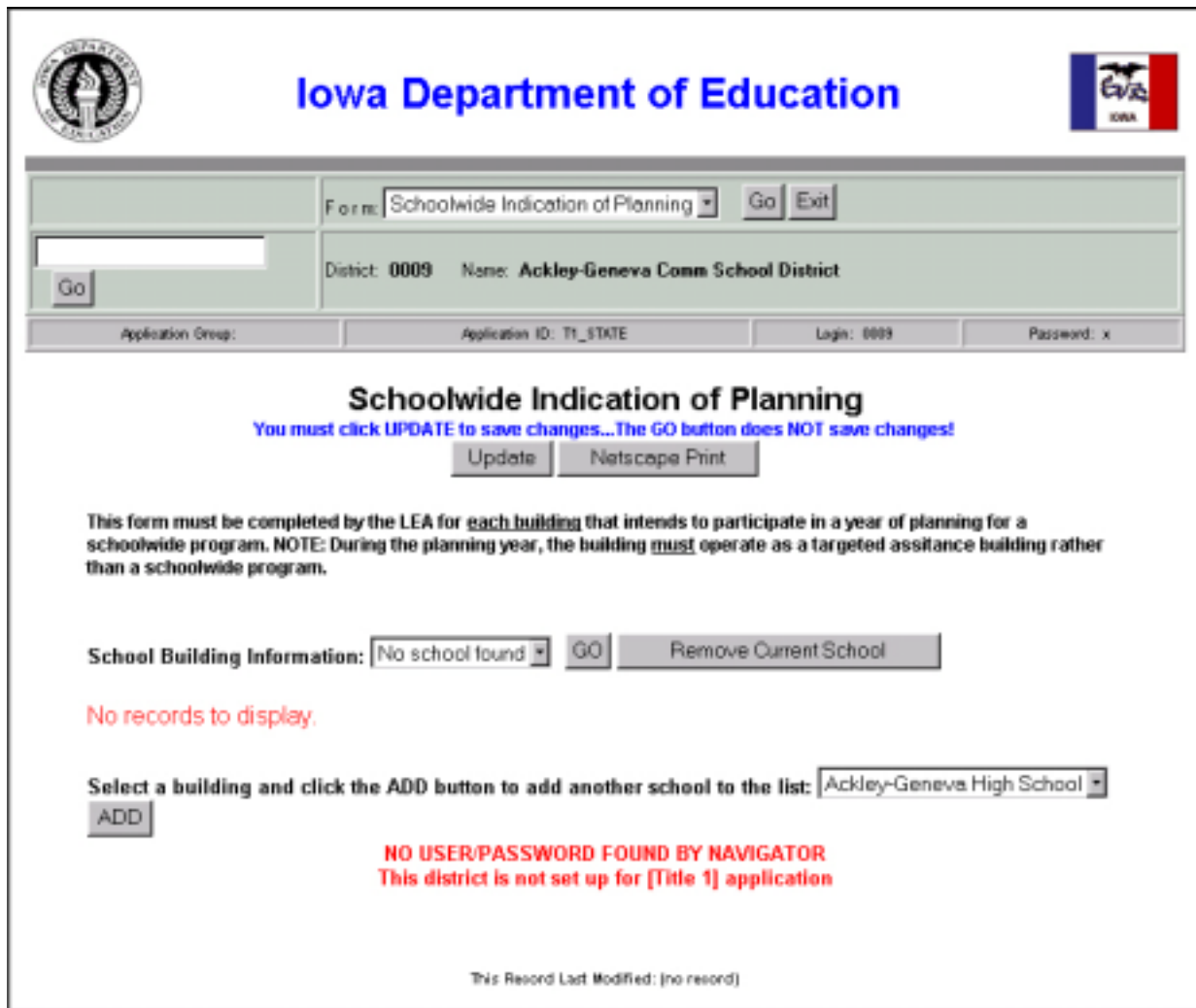
Iowa Department of Education

Form: Schoolwide Operating Programs ▾   Go   Exit

Distct: 2556   Name: Graettinger Comm School District

Application Group: Application ID: TI_STATE   Login: 2556   Password: *

Schoolwide Operating Programs
You must click UPDATE to save changes...The GO button does NOT save changes!

Update   Netscape Print

Schoolwide Programs
Section 1114(b) of P.L. 103-382

This form must be completed by LEAs that plan to use Part A of Title I funds to implement Schoolwide Programs.

This form together with the Applicant Agency's Title I Annual Application and the LEA's Comprehensive School Improvement Plan encompasses the basic requirements of the Title I legislation connected with the education of local delinquent children including assurances, lobbying and debarment, student data, and budget.

NOTE: LEAs receiving Title I funds to implement schoolwide programs must participate in the development of the Comprehensive School Improvement Plan.

LEA INFORMATION

Name and Address of Authorized Agency	Graettinger Comm School District 400 Lost Island St Graettinger, Iowa 51342-0059

Name, Title and Mailing Address of Contact Person	
Name:	Mingbo O' Qin
Title:	TI Coordinator
Address:	3000 University Ave
Address:	Apt 64
City:	West Des Moines
State:	IA
Zip:	50266
Fax:	515 - 464 - 6464
Telephone:	536 - 575 - 4646
Email:	mingbog@ed.state.ia.usa

Name of Schoolwide Attendance Center (DO NOT include Targeted Assistance Centers)	Grade Span	Low-Income Percentage	Initial Schoolwide Planning Year	Year Initial Schoolwide Program Began
Graettinger Elementary School	K-05	54.1%	1999-2000	2000-2001
Graettinger Middle School	06-08	47.9%	1999-2000	2001-2002

Application Approved: 2/12/00

NO USER/PASSWORD FOUND BY NAVIGATOR
This district is not set up for [Title I] application

This Record Last Modified: (no record)

The user only completes this screen if the district has one or more Title I buildings that have been approved to operate as a Title I schoolwide program. Title I schoolwide buildings that were identified as schoolwide on the Selection of Schools Screen will appear automatically at the bottom of the screen. The user will need to enter the contact person information, initial planning year, and school year implementation began. This form may only be used after the building has been through a year of planning.

Refer to the Title I Reference Manual for specific program guidance in completing a Title I application.

Districts must request from the state Title I office that the Schoolwide Indication of Planning Screen is added to their electronic Title I Internet application.

The user only completes this screen if the district has one or more Title I buildings that intend to participate in the required year of planning, during the current school year, before operating a Title I schoolwide program.

The user may add a building by using the dropdown menu and clicking on the district Title I buildings that are planning to operate a schoolwide program next year.

Refer to the Title I Reference Manual for specific program guidance in completing a Title I application.

2001-2002 Delinquent Application

You must click UPDATE to save changes... the Netscape Print and GO buttons do NOT save changes!

[Update] [Netscape Print]

Updated Successfully!

CHILDREN LIVING IN LOCAL INSTITUTIONS FOR DELINQUENT CHILDREN
TITLE I, PART D of IASA

Applicant Agencies that have received prior approval by the State Educational Agency (SEA) to receive Part D of Title I funding must complete this form.

This form together with the Applicant Agency's Title I Annual Application and the LEA's Comprehensive School Improvement Plan encompasses the basic requirements of the Title I legislation connected with the education of local delinquent children including assurances, lobbying and debarment, student data, and budget.

LEA INFORMATION

| Name and Address of Authorized Agency	Des Moines Independent Comm School District 1801 16th Street Des Moines, Iowa 50314-1992
Name, Title and Mailing Address of Contact Person	Name: Sharon Casfelda Title: Title I Supervisor Address: 1112 ML King Pkwy Address: City: Des Moines State: IA Zip: 50311 Fax: 515 - 242 - 8208 Telephone: 515 - 242 - 7731 Extension: Email: sharon.casfelda@dmps.k12.ia.us

DELINQUENT FACILITY INFORMATION

Complete for each delinquent facility receiving services under this application

Name:	Test Facility 1
Location:	Des Moines
Title 1 Allocation:	5800
Title 1 Budget Amount:	5800

Name:	Test Facility 2
Location:	Pleasant Hill
Title 1 Allocation:	5800
Title 1 Budget Amount:	5800

Name:	Test Facility 3
Location:	Des Moines
Title 1 Allocation:	5800
Title 1 Budget Amount:	5800

Name:	Test Facility 4
Location:	West Des Moines
Title 1 Allocation:	12902
Title 1 Budget Amount:	12902

Application Approval (To be Completed by State Educational Agency)

Current Projected 1701.602	Total Delinquent Allocation $27,802	Total Delinquent Funds Approved

The user will only complete this screen if the district receives Title I local delinquent funding. The user will need to show the budget amount intended to be used in providing Title I service to each local delinquent facility. If no service is being provided to a facility, the user must enter "0" in the budget amount field.
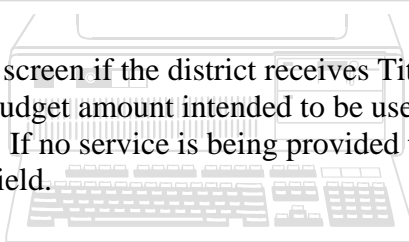
If the district is providing Title I service to a local delinquent facility with Title I local delinquent funding, the Delinquent Education Budget Screen must be completed. The directions previously provided for the Title I General Budget Screen can be used to assist the user in completing the Delinquent Education Budget Screen. **NOTE:** If the district is providing Title I service to more than one local delinquent facility, the user should combine budgets for each facility into one delinquent budget for the district.

If the district is providing Title I service to a local delinquent facility with Title I local delinquent funding, the Local Neglected or Delinquent Narrative Screen must be completed. The user must describe how the services provided to any local delinquent facility with Title I local delinquent funding will be used to meet the transitional and academic needs of students so that they may return to local district or alternative education programs.

Refer to the Title I Reference Manual for specific program guidance in completing a Title I application.